

Message Text

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ACTION AF-08

INFO OCT-01 ISO-00 SIG-01 /010 W

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P 231233Z AUG 76

FM AMEMBASSY PORT LOUIS

TO SECSTATE WASHDC PRIORITY 6107

LIMITED OFFICIAL USE SECTION 1 OF 2 PORT LOUIS 0761

FOR AF/E

E.O. 11652: N/A

TAGS: ASIG

SUBJECT: FOREIGN SERVICE INSPECTORS' RECOMMENDATIONS

REF: 2 FAM 135

TRANSMITTED HERewith IS THE EMBASSY'S COMPLIANCE REPORT FOR THE FOREIGN SERVICE INSPECTION COMPLETED APRIL 8, 1976. THE FOLLOWING REMARKS ARE KEYED TO SECTIONS 2 THROUGH 7.5-19 OF THE INSPECTORS' MEMORANDUM:

A. THE EMBASSY HAS NOT RECEIVED A COPY OF RECOMMENDATION NUMBER TWO AND COMPLIANCE THEREFORE IS NOT INDICATED.

B. SUBSTANTIVE REPORTING - MEMORANDUM NO. 3.5.
RECOMMENDATION 3.5-1: EMBASSY PORT LOUIS SHOULD COMPLETE AND FORWARD TO WASHINGTON IT ANNUAL POLICY ASSESSMENT (DUE MARCH 31).

COMPLIANCE: COMPLETED. PORT LOUIS A-036 DATED 5/20/76 CONTAINS THE ANNUAL POLICY ASSESSMENT.

RECOMMENDATION 3.5-2: EMBASSY PORT LOUIS SHOULD SUBMIT THE FIFTH CYCLE (1975-76) POTENTIAL LEADERS BIOGRAPHIC REPORTING LIST (PLBRL) TO WASHINGTON AS SOON AS POSSIBLE.

COMPLIANCE: COMPLETED. FORWARDED BY PORT LOUIS A-022, DATED MAY 25, 1976.

RECOMMENDATION 3.5-3: EMBASSY PORT LOUIS SHOULD NOTIFY

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THE DEPARTMENT IF IT CANNOT MEET REPORTING DEADLINES, WITH

AN EXPLANATION OF THE REASON FOR THE DELAY OR NON-COMPLIANCE.
COMPLIANCE: THE PORT WILL COMPLY WITH THIS RECOMMENDATION.
RECOMMENDATION 3.5-4: EMBASSY PORT LOUIS SHOULD DETERMINE
WHETHER IT CAN SEPARATE CLASSIFIED COMMENT FROM UNCLASSIFIED
ECONOMIC/COMMERCIAL INFORMATION IN ITS BI-WEEKLY REVIEW,
THUS FACILITATING THE DEPARTMENT OF COMMERCE'S USE OF THE
MATERIAL WITH AMERICAN BUSINESSMEN.
COMPLIANCE: HENCEFORTH UNCLASSIFIED ITEMS WILL BE SO LABELLED
IN THE BI-WEEKLY REVIEW, ALTHOUGH THE OVERALL CLASSIFICATION
OF THE AIRGRAM MAY BE CLASSIFIED LOU OR HIGHER.

C. CULTURAL/INFORMATION (USIS)

RECOMMENDATION 6.5-2: EMBASSY PORT LOUIS SHOULD ATTEMPT TO
HIRE A NATIVE MAURITIAN, ESPECIALLY OF INDIAN EXTRACTION, IF
THE PRESENT INCUMBENT OF THE CULTURAL ASSISTANT POSITION LEAVES.
COMPLIANCE: THE INCUMBENT OF THE CULTURAL ASSISTANT POSITION AT THE
TIME OF THE INSPECTION HAS SINCE RESIGNED AND A MAURITIAN OF
INDIAN EXTRACTION HAS BEEN HIRED TO FILL THIS POSITION.

D. ADMINISTRATION

RECOMMENDATION 7.5-1. EMBASSY PORT LOUIS SHOULD AMEND ITS
COMPENSATION PLAN TO INCLUDE THE SEPARATE PAYMENT OF A
COST OF LIVING ALLOWANCE (COLA) AND SEND IT TO THE DEPARTMENT
(DG/PER) FOR CLEARANCE AND APPROVAL.
COMPLIANCE: THE COMPENSATION PLAN HAS BEEN AMENDED TO
INCLUDE PAYMENT OF COLA ALLOWANCE.
RECOMMENDATION 7.5-2. EMBASSY PORT LOUIS SHOULD REVIEW THE
LOCAL EMPLOYEE POSITION DESCRIPTIONS AND MAKE THEM CONSISTENT
IN GRADE, TITLE AND NUMBERING WITH THE STAFFING PATTERN.
COMPLIANCE: THE EMBASSY IS TAKING ACTION TO COMPLY WITH
THIS RECOMMENDATION AND ACTION IS EXPECTED TO BE COMPLETED
SHORTLY.
RECOMMENDATION 7.5-3. EMBASSY PORT LOUIS SHOULD RESTRUCTURE
THE POSITIONS OF THE THREE KEY LOCALS IN ADMINISTRATION TO
BETTER UTILIZE THEIR TIME, AND PROVIDE SMOOTHER WORKING
RELATIONSHIPS.
COMPLIANCE: A REVIEW OF THE POSITIONS INVOLVED IS UNDERWAY AND
ADJUSTMENTS WILL BE MADE UPON COMPLETION OF THE REVIEW. THE
INCREASED CONSULAR OFFICE OPERATING HOURS HAVE DECREASED THE
AVAILABILITY OF ONE OF THE KEY LOCALS INVOLVED AND FURTHER
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STUDY IS THEREFORE REQUIRED.
RECOMMENDATION 7.5-4. EMBASSY PORT LOUIS SHOULD PROVIDE A
WRITER, YEARLY PERFORMANCE EVALUATION FOR EACH LOCAL EMPLOYEE.
COMPLIANCE: A YEARLY PERFORMANCE EVALUATION IS BEING DONE
ON EACH EMPLOYEE AS REQUIRED.
RECOMMENDATION 7.5-5. EMBASSY PORT LOUIS SHOULD ENSURE THAT
THE CORRECT APPROPRIATION AND ALLOTMENT IS CITED WHEN
OBLIGATING AND CERTIFYING THAT FUNDS ARE AVAILABLE.

CGMPLIANCE: THE POST IS TAKING CARE TO INSURE THAT CORRECT APPROPRIATIONS AND ALLOTMENTS ARE BEING USED IN ACCORDANCE WITH REGULATIONS.

RECOMMENDATION 7.5-6. EMBASSY PORT LOUIS SHOULD ESTABLISH AN ALLOTMENT CONTROL REGISTER TO CONTROL ITS FUNDS MORE EFFICIENTLY, AND TO ENSURE THAT FUNDS ARE SPENT FOR THE PURPOSE ALLOTTED.

COMPLIANCE: AN ALLOTMENT CONTROL REGISTER HAS BEEN ESTABLISHED.

RECOMMENDATION 7.5-7. EMBASSY PORT LOUIS SHOULD ENSURE THAT PROCEDURE FOR TIME AND ATTENDANCE REPORTING AND THE HANDLING OR SALARY CHECKS, REQUIRED BY THE DEPARTMENT AND THE REGIONAL FINANCE DATA PROCESSING CENTER-PARIS, ARE IMPLEMENTED.

COMPLIANCE: TIME AND ATTENDANCE REPORTING TOGETHER WITH SALARY CHECK HANDLING ARE NOW BEING DONE IN ACCORDANCE WITH REGULATIONS.

RECOMMENDATION 7.5-8. EMBASSY PORT LOUIS SHOULD ENSURE THET PERSONAL PROPERTY MANAGEMENT PROCEDURES PERTAINING TO THE CONTROLS AND ACCOUNTABILITY OF PERSONAL PROPERTY ARE IMPLEMENTED.

COMPLIANCE: THE POST HAS IMPLEMENTED THE CORRECT PROPERTY MANAGEMENT PROCEDURES.

RECOMMENDATION 7.5-9. EMBASSY PORT LOUIS SHOULD ENSURE THAT THE PERSONAL PROPERTY INVENTORY AND RECONCILIATION ARE COMPLETED BY JUNE 30, 1976, AND IN ACCORDANCE WITH DEPARTMENT REGULATIONS.

COMPLIANCE: THIS INVENTORY HAS BEEN COMPLETED.

RECOMMENDATION 7.5-10. EMBASSY PORT LOUIS SHOULD ENSURE THAT ITS SUPPLY ROOM IS ORGANIZED IN A MANNER THAT WILL ALLOW FOR USAGE OF THE SPACE ALLOTTED TO THE MAXIMUM EXTENT POSSIBLE.

COMPLIANCE: THE EMBASSY HAS RECENTLY RENTED ADDITIONAL STORAGE SPACE, AND AS SOON AS SURPLUS FURNITURE SALE HAS BEEN COMPLETED THE SUPPLY ROOM WILL BE REORGANIZED.

RECOMMENDATION 7.5-11. EMBASSY PORT LOUIS SHOULD BASE ITS SEMI-ANNUAL REQUISITION FOR EXPENDABLE SUPPLIES UPON GOOD PROCUREMENT PROCEDURES AND PRACTICES.

COMPLIANCE: THE POST WILL FOLLOW CORRECT PROCUREMENT PROCEDURES WHEN PREPARING THE SEMI-ANNUAL REQUISITION.

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FM AMEMBASSY PORT LOUIS
TO SECSTATE WASHDC PRIORITY 6108

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RECOMMENDATION 7.5-12. EMBASSY PORT LOUIS SHOULD ENSURE THAT THE JF-31, QUARTERLY ACCURAL REPORT, IS PREPARED IN ACCORDANCE WITH THE DEPARTMENT REQUIREMENTS.

COMPLIANCE: THE JF-31 REPORT IS PREPARED BY RBFO, PRETORIA. THE POST WILL WORK CLOSELY WITH RBFO IN ITS PREPARATION.

RECOMMENDATION 7.5-13. EMBASSY PORT LOUIS SHOULD LET THE SHORT-TERM LEASE ON APARTMENT FBO-24 LAPSE AND SEEK A MORE APPROPRIATE STAFF APPARTMENT.

COMPLIANCE: FBO-24 WILL BE TERMINATED AUGUST 31, 1976 AND A NEW REPLACEMENT PROPERTY WILL BE LEASED EFFECTIVE SEPTEMBER 1, 1976.

RECOMMENDATION 7.5-14. EMBASSY PORT LOUIS SHOULD REQUEST THE REGIONAL MEDICAL OFFICER, DURING HIS NEXT VISIT, TO DETERMINE WHICH MEDICINES SHOULD BE DESTROYED BECAUSE THEY ARE OUTDATED.

COMPLIANCE: THE ROM UPON HIS NEXT VISIT TO PORT LOUIS WILL BE ASKED TO CHECK THE POST'S STOCK OF MEDICINES.

RECOMMENDATION 7.5-15. EMBASSY PORT LOUIS SHOULD DETERMINE, IN CONJUNCTION WITH THE RSO, WHICH OF THE LONG STANDING COUNTER TERRORISM RECOMMENDATIONS ARE STILL VALID AND ESTABLISH A FIXED SCHEDULE FOR IMPLEMENTATION.

COMPLIANCE: THE RSO HAS RECENTLY COMPLETED A SECURITY SURVEY OF THE POST AND HAS MADE VARIOUS RECOMMENDATIONS WHICH ARE NOW IN THE PROCESS OF BEING IMPLEMENTED.

RECOMMENDATION 7.5-16. EMBASSY PORT LOUIS SHOULD, IN CONJUNCTION WITH THE RSO, DETERMINE WHICH OF THE REGIONAL OFFICES, I.E., NAIROBI OR PRETORIA, CAN BEST MEET THEIR SECURITY NEEDS AND RECOMMEND A CONSOLIDATION OF SERVICES TO THE DEPARTMENT.

COMPLIANCE: COMPLETED. PRETORIA HAS BEEN DESIGNATED BY THE DEPARTMENT TO HANDLE THE RSO AND TSO DUTIES FOR PORT LOUIS.
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RECOMMENDATION 7.6-17. EMBASSY PORT LOUIS SHOULD SEEK OUT A CONTRACT COMPANY WHICH WILL PROVIDE GENERAL SERVICES ON A PROFESSIONAL BASIS.

COMPLIANCE: THE EMBASSY FEELS THIS RECOMMENDATION PERTAINS TO THE HIRING OF GUARDS ON A CONTRACT BASIS FOR EACH AMERICAN EMPLOYEE HOME AND DOES NOT APPLY TO GENERAL SERVICES AS RECOMMENDED. THE POST THEREFORE WILL STUDY THE FEASIBILITY OF GUARD SERVICE UNDER A CONTRACT IN ORDER TO PROVIDE SERVICE ON A MORE PROFESSIONAL BASIS.

RECOMMENDATION 7.5-18. EMBASSY PORT LOUIS SHOULD EXPEND COUNTER
TERRORISM FUNDS FOR SECURITY RELATED PURPOSES ONLY, MAINTAINING
CAREFUL RECORDS OF THEIR USE.

COMPLIANCE: THE POST IS FOLLOWING THIS RECOMMENDATION.

RECOMMENDATION 7.5-19. EMBASSY PORT LOUIS SHOULD GIVE HIGH
PRIORITY TO UPDATING, REWRITING AND DISTRIBUTING THE POST'S
E&E PLAN.

COMPLIANCE: THE ADMINISTRATIVE OFFICER RESPONSIBLE FOR UPDATING
AND REWRITING THE E&E PLAN HAS JUST RETURNED FROM R&R LEAVE.
HE WILL GIVE HIGH PRIORITY TO THIS RECOMMENDATION.

KEELEY

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